

**SOUTH SHORE HOME
CONSORTIUM**



Town of Braintree



City of Quincy



Town of Weymouth



Town of Holbrook



Town of Milton

Request for Proposals

**South Shore HOME Consortium Program
FY 2017 (2016 – 2017)**

Available Funding

For Fiscal Year 2017 (beginning July 1, 2016), the South Shore HOME Consortium, with the City of Quincy as lead administrator, is expected to receive the following federal funds from the U.S. Department of Housing and Urban Development (HUD) (preliminary numbers):

\$525,300

Deadline for Submission of Proposals

Proposals for Housing and CHDO projects may be submitted **at any time** during the year and shall be considered by the South Shore Consortium—***the City of Quincy, the Town of Weymouth, the Town of Braintree, the Town of Holbrook, and the Town of Milton***—subject to the availability of funds, provided that site control is in place or imminent.

Contact Information

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I. General Information

The general purpose of the HOME Investment Partnerships Program (HOME) is to enable local governments to increase the supply of affordable housing by strengthening public-private partnerships. The multi-year program may provide loans, advances, equity investments, and interest subsidies for acquisition, rehabilitation, and new construction of housing for low and very low-income households.

The South Shore HOME Consortium ("Consortium") is seeking proposals within the Consortium's boundaries for the following activities at this time:

- Rental Housing Production and Preservation
- Homeownership Housing Production and Preservation
- CHDO Projects

Projects will need to comply with all U.S. Housing and Urban Development's (HUD) HOME requirements found at 24 CFR Part 92. HOME-assisted units must be rented or sold to households whose gross annual income is no greater than eighty percent (80%) of the Area Median Income (AMI), adjusted for household size.

II. HOUSING PRODUCTION and CHDO SET-ASIDE PROJECTS

3.1. ELIGIBLE APPLICANTS

Applicants may be for-profit or non-profit agencies, Community Housing Development Organizations ("CHDO") and public agencies.

3.2. CHDO SET-ASIDE AND PRE-DEVELOPMENT FUNDS

CHDOs may develop, own, and sponsor either rental housing or owner-occupied housing for the First Time Homebuyer market. CHDOs may apply for both the special set-aside funds and other HOME funds. The HOME program requires that at least 15% of the consortium's annual grant be set-aside for CHDO projects. CHDOs may also request bridge loans for projects with site control to help cover pre-construction expenses. These loans are to be repaid at closing to Quincy's HOME account, but payment may be waived if the project is not implemented.

To be eligible for CHDO designation, an entity must be a non-profit organization that conforms to HUD's requirements. Please contact PCD for more information.

3.2. ELIGIBLE ACTIVITIES

Eligible activities include acquisition, moderate rehabilitation, substantial rehabilitation, new construction projects, or conversion of a vacant or under-used commercial or industrial building to residential use. Mixed-income and mixed-use buildings are also eligible, but no HOME funds may be used for any costs other than those for affordable housing units.

3.3. INELIGIBLE ACTIVITIES

Ineligible uses of HOME funds include: providing assistance to properties that received or are currently receiving capital or operating assistance promulgated by the federal Housing Act of 1937; project reserve accounts; supplement rental assistance of the existing Section 8 program; provide non-federal matching contributions; assist previously HOME-assisted projects after one year of project completion; pay delinquent taxes or fees on properties; pay for the acquisition of properties owned by a Member Community.

3.4. ELIGIBLE PROPERTIES

Proposals must be for two or more units; e.g. townhomes, duplexes, apartment complexes, cooperatives, condominiums and clustered or scattered-site single homes. Conversion from commercial or industrial to residential use is eligible, and projects may be mixed-income and mixed-use.

3.5. ELIGIBLE COSTS

HOME may subsidize all reasonable, justifiable and necessary development costs, including:

Hard costs: acquisition of property; site improvements; demolition; rehabilitation; and construction.

Soft costs: architectural and engineering fees; cost estimating fees; loan origination and processing fees; appraisal and credit report fees; legal and accounting costs; title and recording fees; relocation costs; marketing costs; and developer fees.

3.6. ENVIRONMENTAL REVIEW & ACCESSIBILITY

Projects must comply with environmental review and release of funds requirements, the federal Lead Paint Rule and the Massachusetts Lead-Based Paint Poison Prevention Act, Davis-Bacon Wage Rates, the Fair Housing Act, Uniform Relocation Act, Section 504 of the Rehabilitation Act of 1973, and Section 3 of the Housing and Urban Act of 1968 (Section 3) requirements, as applicable.

No Choice Limiting Actions: After applying for HOME funds through this application, the Applicant *shall not* conduct any of the following activities until HUD environmental clearance is achieved:

- Acquisition (option agreements are allowable)
- Rehabilitation
- Site clearance / improvements
- Leasing
- Construction

3.7. INCOME LIMITS

The following income limits are for the Boston-Cambridge-Quincy Metropolitan Statistical Area and are based on percentages of area median income (AMI), with adjustments made for household size:

Household Size	80% of AMI	60% of AMI	50% of AMI	30% of AMI
1	\$48,800	\$41,400	\$34,500	\$20,600
2	\$55,800	\$47,280	\$39,400	\$23,650
3	\$62,750	\$53,220	\$44,350	\$26,600
4	\$69,700	\$59,100	\$49,250	\$29,550
5	\$71,100	\$63,840	\$53,200	\$31,950
6	\$76,350	\$68,580	\$57,150	\$34,300
7	\$81,600	\$73,320	\$61,100	\$36,650
8	\$86,900	\$78,060	\$65,050	\$39,050

Income limits current as of March, 2015 and is subject to change.

3.8. PROPERTY STANDARDS

New construction projects must meet Section 8 Housing Quality Standards, local building codes, ordinances, zoning requirements and the design and construction standards of Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act and Titles II and III of the Americans with Disabilities Act, as applicable. New construction must meet the model energy code for “Energy Star Qualified New Homes,” published by the Environmental Protection Agency.

Rehabilitation projects must meet applicable local building codes and address deficiencies to major systems, which include: structural support; roofing; weatherproofing; plumbing; electrical; and heating, ventilation and air conditioning. *Major systems must have a useful life for the length HOME Affordability Period.* Major systems include the following items:

- Structural support
- Roofing/siding
- Windows/doors
- Plumbing/electrical
- Heating units
- Chimneys
- Decks and stair systems

Rehabilitation work must also immediately address life-threatening deficiencies if the housing is already occupied (e.g., lead paint abatement if child six or under has a documented elevated blood level, no hot running water, blocked plumbing, broken boiler, or presence of mold).

3.9. AFFORDABILITY PERIOD

Projects must maintain compliance with HOME regulations for not less than the minimum period as specified in the following table:

ACTIVITY	AFFORDABILITY PERIOD
Rehabilitation, less than \$15,000 HOME funds per unit	5 Years
Rehabilitation, \$15,000 to \$40,000 HOME funds per unit	10 Years
Rehabilitation, more than \$40,000 HOME funds per unit	15 Years
New Construction or acquisition of newly constructed housing	20 Years

3.10. SUBSIDY LIMITS

HUD sets limits on the amount of HOME funds that can be used for Projects on a per-unit basis. The minimum HOME Allocation is One Thousand Dollars (\$1,000). The Maximum HOME Per-Unit allocations are as follows:

0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
\$137,361	\$157,466	\$191,476	\$247,708	\$271,908

Figures are as of 3/17/2015 and are subject to change.

3.11. TERM OF LOAN

Generally, awards are provided as a deferred payment, forgivable loan with a term of 30 years. During the HOME Affordability Period, the affordability requirements will remain in effect regardless of a transfer occurs or the loan is repaid during the term. The loan must be repaid if the property is sold, transferred or otherwise encumbered, or if the terms and conditions of the loan are violated.

3.12. INTEREST RATES

- Deferred forgivable loans at 0% interest;
- Deferred 1-3% interest loan;
- Direct loans at 3% compound interest amortized up to 30 years

Terms and rates are subject to change. For informational purposes only.

4. HOMEOWNERSHIP DEVELOPMENT PROJECTS

4.1. INCOME LIMITS FOR TARGET BENEFICIARIES

The beneficiaries of the development must be households or individuals whose income is at or below the 80% of Boston-Cambridge-Quincy Area Median Income, adjusted for household size.

4.2. AFFORDABILITY STANDARDS

The housing affordability standards of the HOME-assisted units must meet either the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) affordability calculations *or* the Member Community's own affordability standards.

4.3. SALE PRICE LIMITATIONS

The sale price to the buyer may not exceed the maximum price limitations set forth by the HOME Program. These limits are as follows:

UNIT SIZE	PRICE LIMITATION for EXISTING HOMES
1 Unit	\$346,000
2 Unit	\$443,000
3 Unit	\$536,000
4 Unit	\$664,000

4.4. DEED RESTRICTIONS

Homebuyer units developed under the HOME program will be subject to a deed restriction that reflects the City's recapture policy. That is, if a unit assisted with the City's HOME funds is sold prior to the end of the affordability period, the difference between the fair market value and the reduced purchase price will be subject to the City's recapture. Please contact PCD for more details.

5. RENTAL HOUSING DEVELOPMENT PROJECTS

5.1. RENT RESTRICTIONS

HUD provides the following maximum HOME rent limits, which are adjusted on an annual basis according to housing market conditions:

1. The "high" HOME rent is the lesser of the HUD Fair Market Rent or 30% of adjusted gross income, based on 65% of median income. This rent is minus allowances for any tenant-paid utilities. If utilities are not included in the rent, the applicant must subtract a utility allowance from the rents below. The utility allowance schedule is provided by the local public housing authority.

2. The "low" HOME rent is equal to 30% of annual income, assuming that income is 50% of median, minus allowances for any tenant-paid utilities.

HOME Program Maximum Rents (as of March, 2015)			
Bedroom Size	Fair Market Rent	Low HOME Rent	High HOME Rent
Efficiency	\$1,071	\$862	\$1,071
1 Bedroom	\$1,196	\$923	\$1,194
2 Bedroom	\$1,494	\$1,108	\$1,436
3 Bedroom	\$1,861	\$1,280	\$1,650
4 Bedroom	\$2,023	\$1,428	\$1,821
5 Bedroom	\$2,326	\$1,576	\$1,991
6 Bedroom	\$2,630	\$1,723	\$2,160

Figures are as of 3/2015 and are subject to change.

5.2. ELIGIBLE OCCUPANTS AND INCOME TARGETING

Ninety percent (90%) of the HOME-assisted units in the project must be targeted to tenants with incomes at or below 60% of AMI for initial lease up. The remaining 10% of HOME-assisted units must be targeted at those with incomes under 80% of AMI. Furthermore, for developments with 5 units or more, at least 20% of HOME-assisted units must be occupied by households with incomes at or below 50% of AMI. Households must be income verified using HUD's "Part 5 Definition" method of income determination.

5.3. DEED RESTRICTIONS

A deed restriction will be in effect for at least the HOME Affordability Period in order to enforce the HOME Funding Agreement, which will be signed between the project owner and the Consortium. The HOME Funding Agreement will describe the rent restrictions, income eligibility requirements, the duration of the HOME Affordability Period and other HOME requirements and project-specific information. *Note: An Applicant may specify a HOME Affordability Period that extends beyond the HOME minimum requirement. The election to do so must be indicated in the application.*

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III. Application Checklist

Required for	Check if included	<u>Review full instructions in Section IV to ensure application is complete prior to submission.</u>
APPLICATION		
All Proposals		Application cover page
DEVELOPER INFORMATION & QUALIFICATIONS		
All Proposals		Organization mission , including how this project fits mission
		Previous similar projects completed and capacity to undertake project
		Existing housing portfolio report , including occupancies, compliance status and cash flows
		Most recent audited organizational annual financial statement
		Most recent annual organizational operating budget
Nonprofits		Statement of good standing with South Shore HOME Consortium
		Description of board of directors : including skills, experience, tenure & affiliations
		Copy of articles or organization, by-laws and 501(c)(3) letter
CHDO		Copy of current CHDO certification from South Shore HOME Consortium
For-profit		Corporate organizational document(s) , identifying owner and/or general partner
DEVELOPMENT TEAM INFORMATION		
All Proposals		Resumes of key development team members
		Contact information (for GC, architect, engineer, management agent, attorney, consultant(s))
PROJECT INFORMATION		
All Proposals		Evidence of site control (legally binding option, purchase & sale agreement or deed)
		Letter of project support , signed by chief planning official, or chief elected official, if no such chief planning official exists
		Zoning and permitting requirements and schedule
		Map or narrative describing site size, topography, current use
		Context map , identifying proximity to roads, transit, municipal and health facilities, amenities
		Color photos (5 to 10), of site and its surroundings
		Brief property history , including prior uses, owner(s) and occupancy
		Phase 1 Environmental Site Assessment
		Environmental mitigation plan , including lead paint, asbestos, underground tanks
		Preliminary site plan
		Itemized scope of work & cost estimates (may be submitted as part of detailed development budget)
		Schedule of unit types , by square footage, affordability tier(s), number of bedrooms and bathrooms, accessibility type, amenities provided
		Timeline , including milestones identified in Proposal Submission Requirements section
		Description of sustainability design elements
		Description of site/common area accessibility improvements
		Market Analysis : including prevailing/trending rents or prices, demand & target population; may be conducted by Applicant (must be conducted by third party if tax-credit project).
New construction		Detailed floor plans, elevations

Required for	Check if included	<u>Review full instructions in Section IV to ensure application is complete prior to submission.</u>
As needed		Affirmative Fair Housing Marketing Plan , if 5 or more HOME-assisted units
		Plan and budget for temporary or permanent relocation , if there are existing tenants
		Other approvals: Response letter(s) from Conservation or Historical Commission, Mass. Historical Commission, Mass. Architectural Access Board, etc.
		Capital needs assessment for multifamily rehabilitation of ≥ 26 units
		Commitment to perpetual affordability, or otherwise greater than HOME requirements
Tax credit projects		Market Analysis: must be conducted by third party professional
PROJECT FINANCES		
All		Source and Uses Schedule
		Development Budget , including itemized hard and soft costs
		Letters of Financial Commitment , from all sources including terms and conditions
		Applicant Certification , acknowledging that Consortium will be notified if other funds sought or obtained while project is active
Rental		Stabilized Operating Budget
		Long-term Pro Forma , covering the entire HOME Period of Affordability
		Rental subsidy, if any: sources, commitment letters or application/decision schedules
Ownership		Cost of ownership analysis: including proposed sales prices, owners' estimated total housing costs, based on DHCD or Member Community standards
		Condo Association Budget , including % beneficial interest assigned to affordable units
Tax Credit Projects		Partnership Agreement , or letter of interest

**SOUTH SHORE HOME
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Town of Braintree



City of Quincy



Town of Holbrook



Town of Weymouth



Town of Milton

IV. APPLICATION for HOME FUNDING

Project NAME			
Project LOCATION	Full street address (with zip code), or other precise location.		
Project CONTACTS	Name & title of organization	Email	Phone
	Mailing address		
Owner			
Developer			
Community Contact			
Project SIZE	Site acreage:	Total building gross square footage:	Total living (net) square footage:
Project FUNDING	HOME funds requested:	Total other funds to be used:	Total project cost:
Project SUMMARY & NEEDS	Provide a summary of the project, including: Location (amenities within walking distance, access to transit); summary of project details (e.g., rehabilitation or new construction; target population); identify specific measureable goals and brief citations (section & page) showing how the project meets a priority need(s) identified in the <i>FY16-20 Consolidated Plan</i> and achieves community benefits.		

SOURCES OF FUNDS <i>Check all that apply.</i>								
<input type="checkbox"/> HOME funds \$	<input type="checkbox"/> Other (identify sources):							
<input type="checkbox"/> CDBG funds \$								
<input type="checkbox"/> Quincy AHT funds \$								
<input type="checkbox"/> Private bank loan \$								
<input type="checkbox"/> Sales revenue \$								
USES OF HOME FUNDS <i>Check all that apply.</i>								
<input type="checkbox"/> Acquisition	<input type="checkbox"/> Rehabilitation							
<input type="checkbox"/> New construction	<input type="checkbox"/> Soft Costs							
TARGET POPULATION & SPECIAL FEATURES <i>Check all that apply.</i>								
<input type="checkbox"/> Individual/Family	<input type="checkbox"/> Age Restricted							
<input type="checkbox"/> Homeless/At Risk of Homelessness								
<input type="checkbox"/> Special needs/disabilities (identify population & support services provider, if any):								
<input type="checkbox"/> Special features (historic preservation, sustainability, etc.):								
TYPE OF HOUSING <i>Check all that apply.</i>								
<input type="checkbox"/> Homeownership	<input type="checkbox"/> Rental							
<input type="checkbox"/> Combination or other (identify):								
<input type="checkbox"/> Individual/Family								
<input type="checkbox"/> Single Room Occupancy / Group Residence								
<input type="checkbox"/> Condominium	<input type="checkbox"/> Permanent Supportive Housing							
UNIT COMPOSITION <i>List the development's number of units in each category.</i>								
	≤ 30% AMI	≤ 50% AMI	≤ 60% AMI	≤ 80% AMI	80% - 100% AMI	Market-rate	Total Units	Total HOME
SRO								
Studio								
1 BR								
2 BR								
3 BR								
4 BR/+								
HOME Units								
OUTREACH <i>Summarize efforts to date to communicate with abutters, neighborhood residents & local officials.</i>								

V. Detailed Submission Requirements

The proposal must include the following submission items, as applicable:

Applicant Information and Qualifications

- ☐ Description of project compatibility with the organization's mission and strategic focus.
- ☐ Description of capacity for undertaking the project. Include past performance in developing similar, successfully completed projects using HOME funds and/or other federal housing subsidies.
- ☐ Current housing portfolio: occupancy status and cash flow schedule.
- ☐ Most recent organizational annual operating budget and audited financial statements.
- ☐ Statement of Good Standing with South Shore HOME Consortium (e.g., no unresolved findings)
- ☐ *For non-profit organizations only:*
 - A description of the board composition including skills, experience and tenure.
 - Copy of Articles of Organization, By-laws and 501(c)(3) letter.
- ☐ *For for-profit organizations only:*
 - Corporate Organizational Document(s), identifying owner and/or general partner(s).
- ☐ *For Community Housing Development Organizations only:*
 - Copy of current CHDO Certification from South Shore HOME Consortium.

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Development Team Information

- ☐ Resumes of key members of the development team.

General Contractor

Name:

Address:

Contact Person

Telephone: () -

Email:

Minority Business Enterprise: Yes ☐ No ☐

Women's Business Enterprise: Yes ☐ No ☐

Section 3 Business Concern: Yes ☐ No ☐

Architect

Name:

Address:

Contact Person

Telephone: () -

Email: _____

Minority Business Enterprise: Yes ☐ No ☐

Women's Business Enterprise: Yes ☐ No ☐

Section 3 Business Concern: Yes ☐ No ☐

Engineer

Name:

Address:

Contact Person

Telephone: () -

Email: _____

Minority Business Enterprise: Yes ☐ No ☐

Women's Business Enterprise: Yes ☐ No ☐

Section 3 Business Concern: Yes ☐ No ☐

Management Agent

Name:

Address:

Contact Person

Telephone: () -

Email: _____

Minority Business Enterprise: Yes ☐ No ☐Women's Business Enterprise: Yes ☐ No ☐Section 3 Business Concern: Yes ☐ No ☐**Attorney**

Name:

Address:

Contact Person

Telephone: () -

Email: _____

Minority Business Enterprise: Yes ☐ No ☐Women's Business Enterprise: Yes ☐ No ☐Section 3 Business Concern: Yes ☐ No ☐**Development Consultant**

Name:

Address:

Contact Person

Telephone: () -

Email: _____

Minority Business Enterprise: Yes ☐ No ☐Women's Business Enterprise: Yes ☐ No ☐Section 3 Business Concern: Yes ☐ No ☐

Project Information

1. Site Control:

- ☐ Provide evidence of site control e.g., legally binding option, purchase & sale agreement or deed demonstrating the applicant's control of the proposed site.

2. Community Support:

- ☐ Letter endorsing the proposed project signed by the chief planning official, or if no such planning official exists, the chief elected official.

3. Zoning and Permitting:

- ☐ A description of what, if any, zoning or regulatory approvals are required and the proposed filing and approval schedule.

4. Site Plan and Maps:

- ☐ A narrative and/or a map describing the site's size, topography and current use.
- ☐ Context map(s) identifying the project's location and proximity to nearest major roads or intersections, public transportation, schools, parks, municipal and health facilities, amenities, and surrounding land uses.
- ☐ 5 to 10 color photographs of the project site and its surroundings
- ☐ For new construction: Preliminary site plan illustrating existing conditions and the proposed development
- ☐ Brief property history, including prior uses, owner(s) and occupancy

5. Historic:

- ☐ If the site is located in a historic district or contains buildings listed or eligible for listing on the state or federal Register of Historic Places, a description of whether any necessary approvals are underway or completed. If completed, a response letter from the Massachusetts Historical Commission to Project Notification Form.

6. Environmental:

- ☐ A copy of a Phase 1 Environmental Site Assessment
- ☐ Describe how any identified environmental issues that impact the site will be mitigated e.g., wetlands, lead-based paint, asbestos. *Note: After applying, the applicant cannot use public or private funds for any acquisition, site work or construction until HUD environmental clearance is achieved.*

7. Project Design, Construction and Accessibility:

- ☐ *If new construction*, Preliminary elevations and floor plan(s).
- ☐ Itemized scope of work supported by cost estimates (may be submitted as part of the development budget)
- ☐ Itemize the number of market rate and affordable units by square footages, the number of bedrooms/bathrooms, the number and type of accessible units, and other proposed amenities.
- ☐ Proposed construction and occupancy schedule following these milestones:
 - Application Date
 - Regulatory & Zoning Approvals
 - Construction Start
 - Construction Completion
 - Full Occupancy
 - Other significant dates
- ☐ Describe any sustainability design elements (building orientation, LEED or Energy Star Certification, use of grey water systems, renewable energy, indoor air quality, efficient mechanical systems, etc.)
- ☐ Describe how any common area(s) and the site will provide accessibility.
- ☐ *If there is a relocation component* (either temporary or permanent relocation), provide a description of the relocation process including the number of existing residents that must be relocated.
- ☐ Capital Needs Assessment (*only for rehabilitation of multifamily rental projects containing 26+ total units*)

8. Market Analysis:

- ☐ *For tax credit projects*, a detailed market study prepared by a qualified and licensed third-party professional, acceptable to the Consortium.
- ☐ For all other projects, an in-house (or third-party) analysis that defines the primary rental and/or sales market within which the project will operate. The analysis should describe:
 - General market trends
 - Profile of the typical tenant/purchaser located within this market area, including income level, age, household type, etc.
 - Market area vacancy rates
 - Current competition

9. Fair Housing:

- ☐ For projects with 5 or more HOME-assisted units, a completed HUD Affirmative Fair Housing Marketing Plan, using:
 - HUD Form HUD-935.2A for Multifamily
 - HUD Form HUD-935.2B for Single Family Housing
 - HUD Form HUD-935.2C for Condominiums

Project Financial Information

The Consortium encourages that applicants use the One-Stop Funding Application, or similar form. The One-Stop Application is downloadable at: www.mhic.com/onestop_downloads.cfm

1. Sources and Uses of Funds Schedule:

- ☐ Include all proposed sources (public and private) and all proposed uses.

2. Development Budget:

- ☐ Including itemized hard and soft costs, including separate breakout for developer overhead and developer fee.

3. Letter(s) of Financial Commitment:

- ☐ Commitment letters for all sources of financing, including terms and conditions. The Applicant should also certify that if other federal or non-federal assistance is sought or obtained while the project is active, that the Member Community will be promptly notified.
- ☐ If the project is being syndicated, a copy of the limited partnership agreement or letter of interest.
- ☐ If equity is committed by the developer or owner(s), evidence of available equity funds.

4. For Rental Projects Only:

- ☐ Stabilized Operating Budget, identifying all proposed housing-related expenses such as utilities (if the tenant pays the utilities), parking and other fees.
- ☐ Long-term Pro Forma, covering the entire term of the HOME Affordability Period. *Trending assumptions: 2% increase per year for income and 3% increase per year for expenses.*
- ☐ Identify source of rental housing subsidy, if applicable. Submit commitment letters or an explanation of when the developer will seek rental housing subsidies and from what source(s).

5. For Ownership Projects Only:

- ☐ Proposed condominium association annual budget.
- i. Proposed sale price(s) that follows the Member Community's affordability standards. If no such policy exists, then the use the Massachusetts Department of Housing and Community Development methodology, an example of which is provided below:

Housing Cost:	
Proposed Sale Price	\$150,000
Down Payment Percent	5%
5% Down payment	\$7,500
Mortgage	\$142,500
<u>Interest rate</u>	5.75%
Amortization	30
Monthly P&I Payments	\$831.59
<u>Tax Rate</u>	\$11.17
monthly property tax	\$140
Hazard insurance	\$41
PMI	\$100
Condo/HOA fees (if applicable)	\$310
Monthly Housing Cost	\$1,422
Necessary Income:	\$56,889
Household Income:	
# of Bedrooms	3
Sample Household size	4
80% AMI/"Low-Income" Limit	\$65,000
Target Housing Cost (80%AMI)	\$1,625
10% Window	\$56,875
Target Housing Cost (70%AMI)	\$1,422

Sample affordable sale price for a 3-BR condo in Quincy, MA using the applicable (Boston-Cambridge-Quincy HMFA) regional 2012 income limit adjusted to the appropriate household size (i.e., 4-person) and assuming the local tax rate of \$11.17 and a time-sensitive interest rate of 5.75% based on a quarter percent above the latest prevailing fixed 30-year rate as listed on Freddie Mac's interest rate survey.

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VI. Reservation of Rights

The Consortium reserves the right to extend the deadline for submission of proposals, to request supplementary information, to conduct interviews with any or all of the applicants submitting proposals, to waive minor informalities, and to reject any or all proposals, in whole or in part, if in its sole judgment the best interests of the Consortium would be served in doing so. The Consortium will reject any and all proposals when required to do so by applicable law.

VII. Questions/Addenda

QUESTIONS: Inquiries involving procedural or technical matters shall be in writing to rmuollo@quincyma.gov or faxed to (617) 376 – 1417.

ADDENDA: Each applicant is required to acknowledge any/all Addenda. Applicants shall place their acknowledgment as the first line of their Transmittal/Cover Page. Addenda will be posted online at www.quincyma.gov/government/planning/communitydevelopment and emailed to each Member Community.

VIII. Additional Forms

- ☐ Section 3 Business Concern *(required for each development team member with a contract of \$100,000 or greater)*
- ☐ Section 3 Residents *(for new hires, as applicable)*
- ☐ If 5 or more HOME-assisted units, HUD Affirmative Fair Housing Marketing Plan *(these PDF-fillable forms can be accessed by clicking the hyperlink below):*
 - [HUD Form HUD-935.2A for Multifamily](#)
 - [HUD Form HUD-935.2B for Single Family Housing](#)
 - [HUD Form HUD-935.2C for Condominiums](#)

SECTION 3 BUSINESS CONCERN CERTIFICATION

It is the policy of the South Shore HOME Consortium to utilize Section 3 residents and Section 3 businesses on projects that are partially or wholly funded with monies from the Department of Housing and Urban Development (HUD). Please complete the sections below for determination as a Section 3 Business Concern.

1. Business Information:

Company Name: _____

Street Address: _____

City, State, Zip: _____

Work Phone: _____

Email: _____

Business Website: _____

Describe the business's trade or services: _____

Contact Name: _____

2. Section 3 Status (*check one category*):

- ☐ **A. Business claims status as a Section 3 resident-owned enterprise whereby 51% or more of the company is owned by Section 3 Residents.**

Choose one of the following options as evidence of status for each owner:

- ☐ Copy of public housing lease
☐ Copy of receipt of public assistance
☐ Copy of evidence of participation in a public assistance program
☐ Section 3 Resident Certification and Federal Tax Return

- ☐ **B. Business claims Section 3 status by subcontracting 25 percent of the dollar award to qualified Section 3 Business Concerns:**

Attach both of the following documents as evidence of status:

- ☐ List of subcontracted Section 3 business concerns and subcontract amount
☐ Section 3 Business Concern Certification for eligible subcontractors

- ☐ **C. Business claims Section 3 status as at least 30 percent of its permanent, full-time employees are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with the business:**

Attach the following applicable documents as evidence of status:

- ☐ List of all employees, include length of employment
☐ List all employees claiming Section 3 Resident status
☐ Section 3 Resident Certifications for employees claiming Section 3 Resident status

- ☐ **D. Business does not qualify as a Section 3 Business Concern.**

3. Business Verification

For businesses that checked 2A, 2B or 2C, please provide documentation on the business structure and current standing.

Type of Business:

- ☐ Corporation/LLC – submit copy of Articles of Incorporation and Certificate of Good Standing
- ☐ Partnership/LLP – submit Partnership Agreement and Certificate of Good Standing
- ☐ Sole Proprietorship – submit Assumed Business Name Certificate/DBA
- ☐ Other- submit supporting documentation

4. Affidavit

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief. I agree to provide, upon request, additional documents verifying the information submitted to qualify as a Section 3 Business Concern.

Owner Signature

Date Print Name and Title

Print Name and Title

SECTION 3 RESIDENT CERTIFICATION

For New Hires, Current Employees or for Residents Seeking Employment

Individuals within the Boston-Cambridge-Quincy Metropolitan Statistical Area who meet the income limits set forth below, can qualify for Section 3 Resident status (see map on page 2). Additionally, residents of public housing developments qualify as Section 3 residents.

I, _____, the undersigned certify, under penalty of law, as follows:

1. My permanent address is:

Street Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

2. I do ☐ do not ☐ reside in public housing.

If you do reside in public housing, list the name of the public housing community, city and state:

3. The total number of individuals in my family living in the household is: _____

4. Find your family size in the table below. Is your family income equal to or less than the income listed below that box?

☐ YES, my family income is equal to or below the income limit for my family size.

☐ NO, my family income is greater than the income limit for my family size.

FAMILY SIZE	1	2	3	4	5	6	7	8
	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON	PERSON
INCOME LIMIT	\$48,800	\$55,800	\$62,750	\$69,700	\$75,300	\$80,900	\$86,450	\$92,050

5. My employment status is (check all that apply):

☐ I am currently employed with the following employer: _____

My trade category is (choose one):

☐ Office/Clerical☐ Professional☐ Technician☐ Construction (*list specific trade*) _____☐ Other (*explain*) _____

My hire date: _____

Average number of hours worked per week: _____

☐ I am in a training program. List employer: _____

Average number of hours of training per week: _____

☐ I am seeking preference in training and employment opportunities.

6. I understand that the information above relating to my residency, the size and annual income of my family may require verification. Upon request, I agree to provide documents verifying this information. The City of Quincy reserves the right to request and obtain additional information to verify Section 3 resident eligibility. I also authorize my employer to release this information for the United States Department of Housing and Urban Development, the City of Quincy, and the prime and/or subcontractors to verify my status as a Section 3 Resident. I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature

Print Name

Boston-Cambridge-Quincy MSA



City of Quincy Use Only

1. Does the applicant reside in public housing? Yes ☐ No ☐
- 2A. Does the applicant reside within the Boston-Cambridge-Quincy MSA? Yes ☐ No ☐
If yes, list county: _____
- 2B. Does the applicant meet the income requirements? Yes ☐ No ☐
3. Does the applicant qualify as a Section 3 resident? Yes ☐ No ☐
(has the applicant replied yes to #1 or yes to both #2A and #2B?)